



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT AGENCY
SOUTHEAST REGION
1593 HARDEE AVENUE SW
FORT McPHERSON, GEORGIA 30330-1057

REPLY TO
ATTENTION OF

MAY 08 2006

IMSE-HRD-C

MEMORANDUM FOR Southeast Region Supervisors and Employees

SUBJECT: In and Out Processing of Employees within the Southeast Region Office (SERO),
Change 1

1. Reference memorandum, IMSE-HRD-C, 9 March 2005, subject: In and Out Processing of Employees within the Southeast Region Office (SERO) (encl 1).
2. This change expands application of policy to include contract employees.
3. The following changes are made:
 - a. Paragraph 2, a. (1) is changed to read: Civilian Personnel Branch (CPB)/Military Personnel Branch (MPB)/Contractor Site Leader (CSL). The CPB/MPB will provide the employee with any pertinent information and address any HR questions or concerns expressed by the new employee. The CPB will ensure that the employee was properly in-processed by the servicing Civilian Personnel Advisory Center (CPAC). The MPB will ensure that all military personnel are in-processed by the USAG Fort McPherson, Military Personnel Assistance Center. The CSL will ensure contract employees receive pertinent information, contact points and forms necessary to in-process.
 - b. Paragraph 2, a. (2) is changed to read: Resource Management Division (RMD) Budget and Manpower: The RMD will officially add the employee to the SERO payroll, ensuring that all codes and administrative details are in place so that the new employee may be paid in a timely manner. The RMD will also ensure that the new employee is properly assigned to the SERO Table of Distribution and Allowances (TDA) and establish/update/transfer official government travel card accounts. The CSL will insure the new contractor receives a payroll number and is added to the contractor payroll.
 - c. Paragraph 2, a. (6) is changed to read: Building Manager: The Building Manager will support the Division Chiefs/Contract Site Leader in their efforts to provide the new employee an adequate office that is furnished with the equipment needed by the new employee and provide an access code to allow after hours access to this facility.
 - d. Paragraph 2, b is changed to read: The employee will obtain the signatures required on the in-processing checklist (encl 2) and must submit a signed copy of the completed checklist to the SERO CPB.

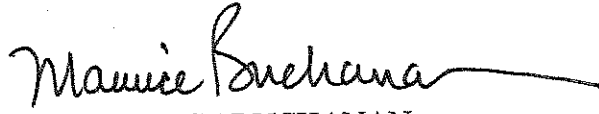
IMSE-HRD-C

SUBJECT: In and Out Processing of Employees within the Southeast Region Office (SERO),
Change 1

e. Paragraph 3 is changed to read: Out-Processing Civilian and Contract Employees. Employees that are permanently departing SERO will be provided ample time to obtain the signatures required on the Separation Checklist form (encl 3) and to clear post. The separating civilian employee must submit a signed copy of the checklist to the Fort McPherson CPAC, SERO CPB and their immediate supervisor. The contract employee must submit a signed copy of their Separation Checklist to the SERO CPB, CSL and their immediate supervisor.

4. A separate out-processing and a modified in-processing checklist for contract employees is at enclosure 4.

5. Point of Contact is Ann Sinclair at 464-4489.

A handwritten signature in black ink, reading "Maurice Buchanan", followed by a long horizontal flourish.

MAURICE BUCHANAN
Chief of Staff

4 Encls



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MAR 09 2005

IMSE-HRD-C

MEMORANDUM FOR Southeast Region Supervisors and Employees

SUBJECT: In and Out Processing of Employees of the Southeast Region Office (SERO)

1. To delineate the roles, responsibilities and procedures for in-processing employees that are entering the SERO workforce, and out-processing employees who are exiting the SERO workforce.

2. In-Processing New Employees

a. Division Chiefs will designate a sponsor upon notification of the selectee's acceptance. In addition to assisting the new employees in settling into the organization, the employee sponsor will escort the new employee to the offices of the following SERO staff in the order identified:

(1) Civilian Personnel Branch (CPB)/Military Personnel Branch (MPB): The CPB/MPB will provide the employee with any pertinent information and address any HR questions or concerns expressed by the new employee. The CPB will ensure that the employee was properly in-processed by the servicing Civilian Personnel Advisory Center (CPAC). The MPB will ensure that all military personnel are in-processed by the USAG Fort McPherson, Military Personnel Assistance Center,.

(2) Resource Management Division (RMD) Budget and Manpower: The RMD will officially add the employee to the SERO payroll, ensuring that all codes and administrative details are in place so that the new employee may be paid in a timely manner. The RMD will also ensure that the new employee is properly assigned to the SERO Table of Distribution and Allowances (TDA); and establish/update/transfer official government travel card accounts.

(3) Security Officer: The Security Officer will ensure that the new employee has the appropriate security clearances and provide assistance if the new employee is required to obtain a security clearance and add new personnel to the Security Clearance Access Roster (SCAR). When out processing occurs, employee will report to the Security Office to clear and/or obtain security documents to take with them and be deleted from the SCAR.

(4) Automation Manager: The Automation Manager will coordinate with the Security Officer to verify new employee has, as a minimum, a favorable background investigation prior to connecting the computer to the local area network (LAN). The Automation Manager will ensure the new employee is properly connected to the automation network and that the computer equipment and programs provided the employee functions properly.

encl 1

SFIM-SE-HR

SUBJECT: In and Out Processing of Employees Within the Southeast Region Office

(5) Administrative Office (AO): The AO will add the new employee name, address and other pertinent information to the official SERO Roster and make arrangements for the new employee to meet the SERO Chief of Staff.

(6) Building Manager: The Building Manager will support the Division Chiefs in their efforts to provide the new employee an adequate office that is furnished with the equipment needed by the new employee and provide an access code to allow after hours access to this facility.

b. The employee will obtain the signatures required on the enclosed in-processing checklist. The employee must submit a signed copy of the in-processing checklist to the SERO Civilian Personnel Branch.

3. Out-Processing Civilian Employees - Employees that are permanently departing SERO will be provided ample time to obtain the signatures required on the enclosed separation checklist form and to clear post. The separating employee must submit a signed copy of the separation checklist to the Fort McPherson CPAC, SERO Civilian Personnel Branch, and their immediate supervisor.

4. Out-Processing Military Personnel - Military personnel that are permanently departing SERO should turn-in all building and workstation keys to the Bldg Manager. Subsequently, if they are permanently departing Ft McPherson, they should report to the USAG Fort McPherson, Personnel Assistance Center for additional out-processing instructions.

5. Point of Contact is Robert Jennings at 464-0768.

2 Encls



MAURICE BUCHANAN
Chief of Staff

SERO IN-PROCESSING CHECKLIST (CIVILIAN/MILITARY/CONTRACT EMPLOYEES)

EMPLOYEE'S NAME (LAST, FIRST, MI)	ENTRY ON DUTY DATE
POSITION, TITLE, SERIES, GRADE/RANK	IMMEDIATE SUPERVISOR (NAME/PHONE)

PLEASE COMPLETE THE CHECKLIST IN THE ORDER THEY APPEAR BELOW

REPORT TO THE FOLLOWING OFFICES	INITIALS	DATE
1a. Civilian Personnel Branch (AF/NAF Civilians Only)		
1b. Military Personnel Branch (Military Only)		
1c. Contractor Site Leader (Contract Employees Only)		
2. Resource Management Office (Budget and Manpower) (AF/NAF Civilians)		
3. SERO Security Office (basement bldg 171)		
4. SERO Automation Manager		
5. SERO Executive Officer		
6. SERO Building Manager		

To the Employee: Please sign below if all areas covered above have been discussed with you and you understand the information provided.

Signature _____ Date _____

Division Administrative Representative
Or Contract Site Leader _____ Date _____

Return to CPB Branch

SEPARATION CHECKLIST (CIVILIAN EMPLOYEES) FORT MCPHERSON CIVILIAN PERSONNEL ADVISORY CENTER

EMPLOYEE'S NAME (LAST, FIRST, MI)	ORGANIZATION OR ACTIVITY
POSITION, TITLE, SERIES, GRADE	IMMEDIATE SUPERVISOR (NAME/PHONE)
DATE OF SEPARATION (MM/DD/YY)	DUTY LOCATION

PLEASE COMPLETE THE SEPARATION PROCESS IN THE ORDER THEY APPEAR ON THE CHECKLIST

REPORT TO THE FOLLOWING OFFICES	INITIALS	DATE
1. Worksite supervisor (supervisors should encourage employees who are voluntarily separating to complete the below web based exit survey)		
2. Property Officer – Return keys and property to issuing officer		
3a. Installation Security Office (basement of Bldg 65)		
3b. SERO Security Office – SCAR clearance		
4. SERO Automation Manager (Cancellation of Network Password)		
5. SERO Building Manager (Cancellation of building access codes)		
6. Provost Marshall – Vehicle Registration		
7. CPAC – Return of ID Card		
Health Benefits _____ TSP _____ Life Insurance _____		
Retirement _____ Restoration _____ Reinstatement _____		
Unemployment Compensation _____ Leave _____		
8. Government Travel Card Coordinator		
9. Army Exit Survey http://www.cpol.army.mil/library/survey/exitsurvey/		

To the Employee: Please sign below if all areas covered above have been discussed with you and you understand the information provided. If you have an account with the bank, civilian welfare fund, union organization, and/or the Credit Union, please contact that organization.

Signature _____ Date _____

CPAC Representative _____ Date _____

SEPARATION CHECKLIST (CONTRACT EMPLOYEES) FORT MCPHERSON CIVILIAN PERSONNEL ADVISORY CENTER

EMPLOYEE'S NAME (LAST, FIRST, MI)	ORGANIZATION OR ACTIVITY
POSITION, TITLE, SERIES, GRADE	IMMEDIATE SUPERVISOR (NAME/PHONE)
DATE OF SEPARATION (MM/DD/YY)	DUTY LOCATION

PLEASE COMPLETE THE SEPARATION PROCESS IN THE ORDER THEY APPEAR ON THE CHECKLIST

REPORT TO THE FOLLOWING OFFICES	INITIALS	DATE
1a. Contract employees should report to the Contract Site Leader.		
1b. Worksite Supervisor		
2. Property Officer – Return keys and property to issuing officer		
3. SERO Security Office – SCAR clearance		
5. SERO Building Manager (Cancellation of building access code)		
6. SERO Executive Officer (Return of CAC/ID Card)		
7. Provost Marshall – Vehicle Registration		

To the Employee: Please sign below if all areas covered above have been discussed with you and you understand the information provided. If you have an account with the bank, civilian welfare fund, union organization, and/or the Credit Union, please contact that organization.

Signature _____ Date _____

CPB Representative _____ Date _____